



WASHINGTON  
**BRIAN SONNTAG**  
STATE AUDITOR

## WASHINGTON STATE AUDITOR'S OFFICE

*"The voters of Washington State have given their State Auditor a level of independence that is virtually unprecedented in the auditing community..."* AGA, CGAP Research Series, June 2006

## JOB ANNOUNCEMENT – DEPUTY DIRECTOR FOR PERFORMANCE AUDIT

### THIS POSITION IS EXEMPT FROM CIVIL SERVICE

#### Send application materials to:

Washington State Auditor's Office  
Human Resources  
P.O. Box 40031  
Olympia, WA 98504-0031

#### OR BY EMAIL TO:

[applicationsunit@sao.wa.gov](mailto:applicationsunit@sao.wa.gov)

#### Our Office

The Washington State Auditor's Office independently serves the citizens of Washington by promoting accountability, fiscal integrity and openness in state and local government.

Voter approval of a statewide initiative in 2005 authorized the State Auditor's Office to conduct wide-ranging and independent performance audits of state and local governments in Washington.

Additional information about our Office and the Performance Audit Division can be found at:

<http://www.sao.wa.gov>

#### Employee Benefits

Washington state offers a competitive compensation package that includes vacation and sick leave; health, life and disability insurance; and retirement. Additional information about employee benefits can be found on the [Department of Personnel's Website](#).

The Washington State Auditor's Office is committed to a diverse workforce to positively reflect the state which we serve. Women, minorities, and veterans are encouraged to apply. Persons who need assistance in the application process, may call (360) 725-5618 or the telecommunications device for the deaf at 1 (800) 833-6388.

**Overview** The Deputy Director reports to the Director for Performance Audit and is responsible for leading and directing the work of the performance auditors. This position has substantial influence on the organization, direction and planning of the performance audit program for the State of Washington.

The ideal candidate will possess outstanding leadership skills, a high level of professional and technical expertise, and a track record of consistently producing high quality audit reports and cultivating exceptional talent in a team of performance auditors.

**Location** Olympia, WA

**Salary** Based upon successful candidate's qualifications and experience.

**To Apply** Interested applicants should submit:

- A letter of interest, describing their qualifications for the position and current salary;
- A current resume;
- A List of at least three professional references with current telephone numbers

**Closes** Open until filled. Interviews will begin February 21. Candidates are encouraged to indicate interest by calling or e-mailing as soon as possible.

**Contact** Marie Davis, Human Resources Manager at (360) 725-5622 or [Marie.Davis@sao.wa.gov](mailto:Marie.Davis@sao.wa.gov)

## **ABOUT THE PERFORMANCE AUDIT TEAM AND PROGRAM**

The Deputy Director will supervise about thirty staff members: five principal auditors, twenty-two performance auditors of varying levels of experience, a three person team dedicated to quality assurance, research methods, methodology and developing technical capacity among the audit staff, plus administrative support staff. In addition to the Deputy, two Assistant Directors also report to the Director of Performance Audit: one has primary responsibility for legislative relations and communications, and the other has primary responsibility for non-audit services and administration (including contracting and project management).

The performance audit program began in 2006, after passage of a citizen initiative (I-900) in 2005. The program is funded by a dedicated portion of the state sales tax, and the budget for the 2009-11 is approximately \$24 million. To date, the performance audit team has completed 29 audits of state and local programs. A summary report of the first three years of the program is available on our website [www.sao.wa.gov](http://www.sao.wa.gov).

## **POSITION DESCRIPTION**

The Deputy Director reports to the Director of Performance Audit and is responsible for leading and directing the work of the performance auditors. This position has substantial influence on the organization, direction and planning of the performance audit program for the State of Washington. The Deputy Director will be responsible for:

- Managing the performance audit program, including oversight of the principal auditors as they set objectives, develop audit plans, conduct field work and analysis, and produce and present reports.
- Establishing audit priorities, policies and performance standards to ensure consistency and high quality.
- Setting expectations, initiating work activities and approving all key deliverables.
- Monitoring the overall progress of audits and report development to ensure timely completion of high-quality audits.
- Presenting and explaining complex topics to elected officials, agency executives, key stakeholders and the public in an exceptionally clear and compelling manner.
- Cultivating talent by selecting, developing and retaining highly successful performance audit staff.
- Demonstrating excellent leadership skills and mature judgment to maintain a productive, positive, supportive work environment.

## **DESIRABLE QUALIFICATIONS**

The ideal candidate will possess outstanding leadership skills, a high level of professional and technical expertise, and a track record of consistently producing high quality audit reports and cultivating exceptional talent in a team of performance auditors. Desirable qualifications include:

- Demonstrated effectiveness in planning, managing, and conducting complex performance audits and evaluations of government programs and activities in accordance with government auditing standards for at least five (5) years;
- Demonstrated ability to lead, supervise, train, and motivate a multi-disciplinary, professional staff of auditors;
- Exceptional oral and written communication skills;
- Excellent interpersonal skills and the ability to work professionally and effectively with co-workers, elected officials, audit clients, and the public;
- An advanced degree in a field emphasizing analytical skills, research, and organization of data